

Michigan Department of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety  
P.O. Box 30254  
Lansing, MI 48909  
517/241-9302

The department shall delegate the responsibility for the administration and enforcement of this act to the applicable agency if both the school board and the governing body of the governmental subdivision have annually certified to the department, in a manner prescribed by the department, that full-time code officials, inspectors and plan reviewers registered under the building officials and inspectors registration act, 1986 PA 54, MCL 338.2301 to 338.2313, will conduct plan reviews and inspections of school buildings."

To complete this form, **EACH PARTY MUST CERTIFY THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE.** Failure to complete all required information will result in this form being returned without action.

<b>SCHOOL DISTRICT</b>					
NAME OF SCHOOL DISTRICT					
ADDRESS				COUNTY	
CITY	STATE <b>MI</b>	ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	
PRIMARY CONTACT PERSON				TITLE	

[illegible]

**Local Unit of Government Information** - All local units of government served by the school district in which facilities are located must complete this application attesting to agreement with the information contained in this application. Only those governmental jurisdictions which document full-time inspectors and plan reviewers to enforce the complete range of construction codes including the building, electrical, mechanical and plumbing codes may qualify for delegation of school construction authority.

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT				
ADDRESS			COUNTY	
CITY	STATE <b>MI</b>	ZIP CODE	TELEPHONE NUMBER	FAX NUMBER
PRIMARY CONTACT PERSON			TITLE	
BUILDING OFFICIAL / INSPECTOR / PLAN REVIEWER INFORMATION				
List the name, discipline and registration number of all Building Officials, Inspectors, and Plan Reviewers in the local unit of government enforcing agency performing inspections on school buildings and facilities. <b>(Only full-time staff may be considered for delegation)</b>				
NAME OF REGISTRANT	DISCIPLINE		REGISTRATION NUMBER	

Local Unit of Government Information Cont.

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT				
ADDRESS			COUNTY	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	FAX NUMBER
	MI			
PRIMARY CONTACT PERSON			TITLE	
BUILDING OFFICIAL / INSPECTOR / PLAN REVIEWER INFORMATION				
List the name, discipline and registration number of all Building Officials, Inspectors, and Plan Reviewers in the local unit of government enforcing agency performing inspections on school buildings and facilities. (Only full-time staff may be considered for delegation)				
NAME OF REGISTRANT		DISCIPLINE	REGISTRATION NUMBER	

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT				
ADDRESS			COUNTY	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	FAX NUMBER
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BUILDING OFFICIAL / INSPECTOR / PLAN REVIEWER INFORMATION				
List the name, discipline and registration number of all Building Officials, Inspectors, and Plan Reviewers in the local unit of government enforcing agency performing inspections on school buildings and facilities. (Only full-time staff may be considered for delegation)				
NAME OF REGISTRANT		DISCIPLINE	REGISTRATION NUMBER	

**Certification by School District and Local Units of Government** - In the sections below, provide the original signature of the school board president and the chief elected official of each local unit of government (authorized to enforce construction codes) in which school facilities are located. **Note:** Local units of government, not authorized to enforce the state construction codes do not qualify for delegation of school construction authority. In addition, both officials must jointly attest to the certifications at the top of this page.

**WE HEREBY CERTIFY:**

- ☐ Full-time code officials, inspectors and plan reviewers, registered under the Building Official and Inspectors Registration Act, 1986 PA 54, will conduct plan review and inspections of school buildings.
- ☐ Plan reviews will be completed within 60 days of receipt of the application.
- ☐ Permits will be issued in accordance with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230.
- ☐ Permits will not be issued until approval has been granted by the Bureau of Construction Codes & Fire Safety, Department of Labor & Economic Growth.
- ☐ Inspections will be conducted in accordance with the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230, within 5 business days of receipt of a request for inspection.
- ☐ Violation notices will be issued, where applicable as provided by the Act and Code.
- ☐ Certificates of Occupancy will be issued only after receiving all required inspection and plan review approvals.

<b>SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT</b>		
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.		
NAME OF SCHOOL BOARD PRESIDENT		NAME OF LOCAL SCHOOL DISTRICT
ORIGINAL SIGNATURE OF SCHOOL BOARD PRESIDENT		DATE

<b>SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT</b> (Attach additional sheets if necessary)		
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.		
NAME OF CHIEF ELECTED OFFICIAL*		NAME OF LOCAL UNIT OF GOVERNMENT
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL		DATE

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.		
NAME OF CHIEF ELECTED OFFICIAL*		NAME OF LOCAL UNIT OF GOVERNMENT
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL		DATE

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.		
NAME OF CHIEF ELECTED OFFICIAL*		NAME OF LOCAL UNIT OF GOVERNMENT
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL		DATE

\*The State Construction Code Act defines the chief elected official as listed below:

County: Chair of the Board of Commissioners      City: Mayor  
Village: President      Township: Supervisor

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

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